

Staff Stuff



SHELTON STATE COMMUNITY COLLEGE
Record Secretary
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A Monthly Publication for the Shelton State Community College Support Staff

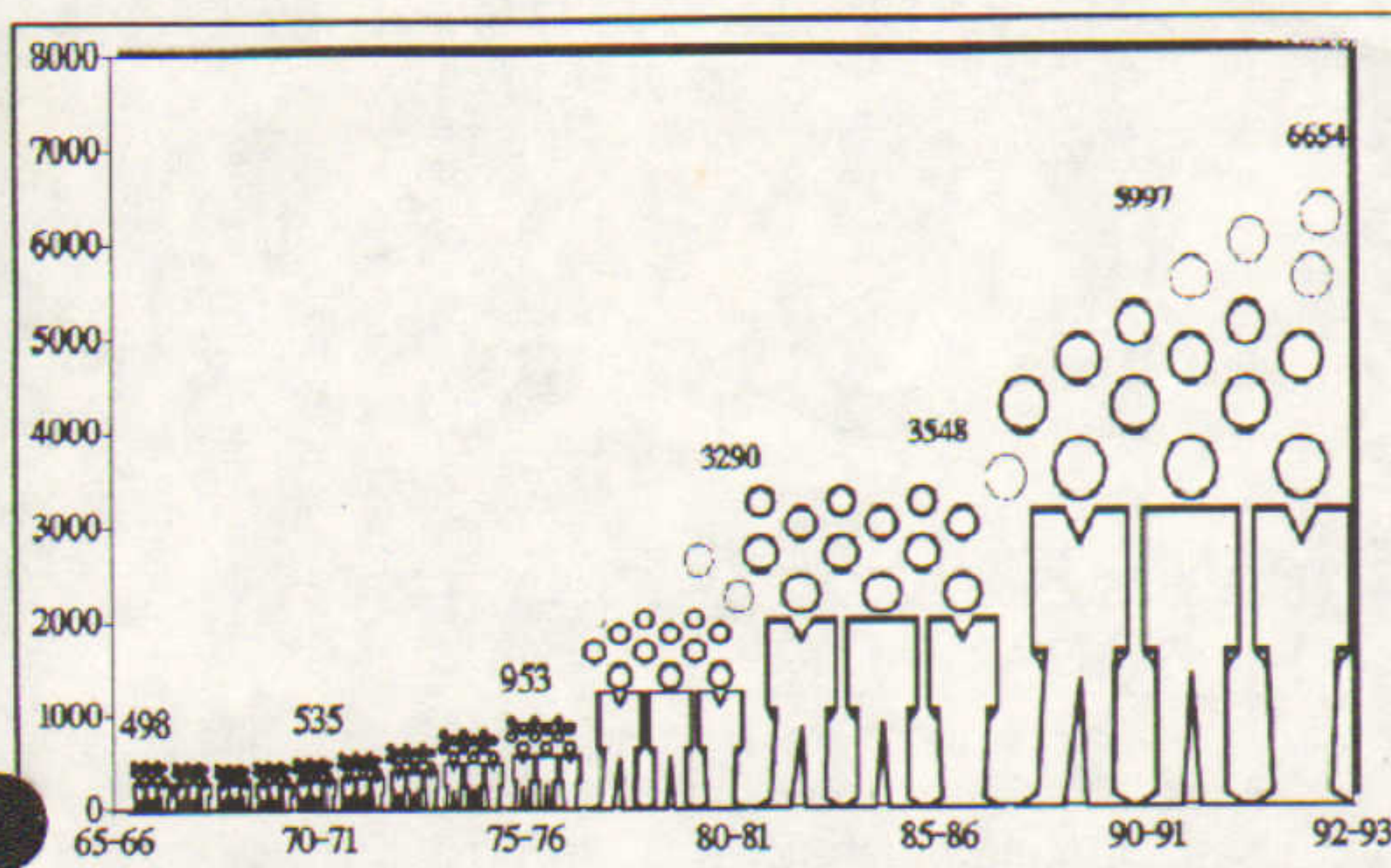
Vol. 3 Number 10 - October/November 1993

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27 YEARS OF GROWTH!

Shelton State Community College has had over 25 years of positive growth. In 1965-66 the number of enrolled students was 498, now in 1992-93 the count is over 6,600. This is a growth of over 1,200 percent (1236.40%) in 27 years.

With the new campus and increased industry in the Tuscaloosa area there is potential for phenomenal growth during the next decade. Maybe even another 1,200 percent increase.



This chart shows how the student body has grown since 1965.

LONG RANGE PLAN READY

The Shelton State Community College Long Range Plan is now ready and being distributed. All full-time employees of the college should have a copy of this document. If you do not receive your copy, call Joyce Jolly at extension 2264.

A lot of folks worked long and hard to put this plan together and their efforts are greatly appreciated.

CERTIFICATES NOT ALLOWED

Recently, Chancellor Gainous asked the Office of the Attorney General whether it "would . . . be an allowable expenditure, under state law, for a state two-year college . . . to recognize special achievements and/or outstanding or unique service by purchasing recognition items in the form of plaques or framed certificates?"

The answer to this question, according to James R. Solomon Jr., Chief, Operations Division, Office of the Attorney General, is "No"—"Public funds may not be expended by the state board of education or a two-year college to purchase plaques or framed certificates to recognize the achievements of its employees."

THANKSGIVING EVE A CLASS DAY

Classes will be held on Wednesday night prior to the Thanksgiving Holiday. If you teach on Wednesday night, then, please include November 24th as a class day on your syllabus.



NEW EXECUTIVE VICE CHANCELLOR

Dr. Fred Atherton has joined the Department of Postsecondary Education as Executive Vice Chancellor. Dr. Atherton has extensive experience in community college education with the Florida State Board of Community Colleges. He also has served as president of a community college and as academic dean of a college.

FORMER STUDENTS WANTED

This year Shelton State's Fifteenth Street Campus will celebrate its 40th anniversary. In 1953, the doors of the campus, then named Shelton State Vocational Trade School, opened and 313 students attended classes under the guidance of 16 instructors.

A special anniversary celebration will be held recognizing all former students and teachers on Sunday, November 14th, from 2:00pm - 4:00pm in the Poole Learning Resource Center located on the Fifteenth Street Campus.

The college is looking for students who attended classes on the Fifteenth Street Campus during its 40 year history, especially those students enrolled during the 1950's and 1960's. The first graduate of the college along with the first graduating class of 1956 will receive special recognition.

If you or anyone you know attended Shelton State's Fifteenth Street Campus, also known as the Vocational Trade School, Shelton State Technical College, and Shelton State Technical Division, in the past and would like to be a part of the celebration, please write:

*Anniversary Celebration,
Shelton State Community College
1301 15th Street East
Tuscaloosa, AL 35404*

or call Lucy Kubiszyn at 391-2221 or 391-2915.

OUT-OF-STATE TRAVEL CHANGE

Effective with the 1993 Fall Semester, employees who travel out-of-state should attach a summary report of their trip to their request for reimbursement. This summary should include an overview of the trip and any information that may be beneficial to other members of the faculty and staff. If a conference is attended and brochures of that conference are available, they should be included with the report.

These summary out-of-state travel reports will be kept on file in the library for future reference as a source of information.

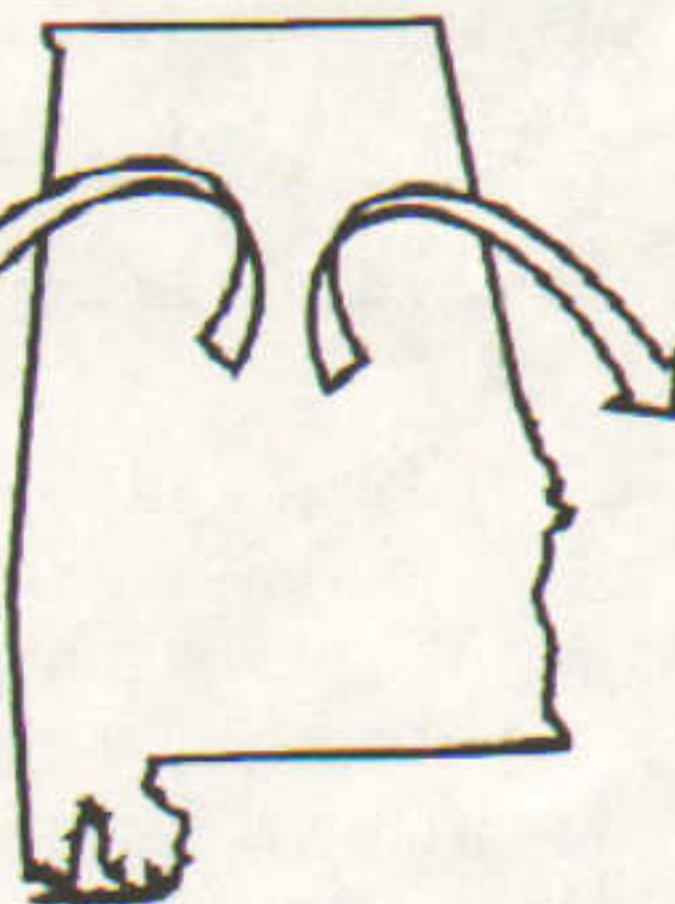
If the out-of-state trip is of a nature that information regarding it would not be of any interest to others on the faculty and staff, a brief summary of the trip is all that is needed with the reimbursement form.

Reimbursement for travel may not be issued if this new reporting requirement is not met.

For in-state travel, only travel that included conferences should follow this new procedure.

The library procedures for handling out-of-state travel reports will be as follows:

1. A file will be established entitled "Professional Development Information."
2. Reports for that file can be given at any time to Tran Moore at the Skyland Campus Library or to Lori Carver at the 15th Street Campus Library.
3. The File will be kept for one year and purged each August unless someone claims it.



HAPPY HALLOWEEN



The kids in the Child Development Center will be coming to some offices on October 29th between 10:00 and 12:00. Be prepared to be tricked or treated.

October 29th is also casual dress day. Some offices have decided to let their workers dress-up for Halloween on this day. Please check with your supervisor.

Cityfest will be on October 29th and 30th in downtown Tuscaloosa.

Daylight savings time ends on October 31st. Set your clocks BACK 1 hour.

NOVEMBER DATES TO REMEMBER

Shelton State will be closed on November 11th for Veterans Day.

The college will be closed on November 25th and 26th for Thanksgiving.

Telephone Registration will be November 16th, 17th, and 18th. Early registration will be November 30th.



ASNA CONFERENCE AT BRYANT CENTER

The Alabama State Nursing Association met at the Bryant Conference Center October 11th till the 14th. The theme of their conference was "Prevention of Disease and Wellness." Dr. Milady Murphy was their featured speaker for the alumni breakfast. The topic of her presentation was "Preventing the Disease Osteoporosis through Wellness Education." C.E.U. Credits were given to conference participants. Also, during this conference an exercise program was provided by D. Murphy and Ms. Ocha showing how range of motion exercised and strength training can improve the quality of life for those participating in this type of program.

Because of the positive response to the wellness presentations, a task force is being considered by administrative members of the Alabama State Nursing Association and Shelton State Community College Wellness Center. The purpose will be to provide wellness education programs to the nurses and other health care professionals in the state of Alabama.

FROM THE PAYROLL OFFICE

Due to three (3) holidays in the month of November, the Payroll Office will need all contracts in the Business Office by November 10th at 5:00pm. All Time Sheets should be in the office by November 17th at 5:00pm. Attendance reports should be in by November 19th at 5:00pm. If you have any questions, please call Betty Hubbert at extension 2333.